

ASSESSOR OFFICE COORDINATOR

PURPOSE: To ensure efficient operation of the Assessor's Office by supervising and coordinating the office support functions.

FUNCTIONAL AREAS:

1. Coordinate and monitor appraisal and financial activities within the assessor's office.
 - * A. Determine eligibility of homestead and exempt applications by obtaining, verifying and processing information from applications.
 - * B. Classify properties and process real estate value changes for tax purposes.
 - * C. Make determinations in split and combination assessments, including drawing parcel maps, determining highest and best use of the property, classifying property, and determining real estate values.
 - D. Research property descriptions, deeds, and other legal documents as necessary to determine property classification and value.
 - * E. Maintain awareness of legislative changes related to Assessor Office records and implement and process changes required by statute.
 - F. Correspond with County Recorders, Auditors, and Attorneys Offices to resolve questions and problems to ensure proper processing of assessment records.
 - * G. Monitor, review and process appraiser work cards for new construction and area revalues.
 - H. Prepare complete appraisals for use in tax court.
 - I. Prepare reports, forms, letters and related materials as required.
 - J. Perform and verify calculations used in drawing parcel maps and determining real estate value for tax purposes.
 - * K. Review computer printouts and other documents for errors.
 - L. Evaluate needs and prepare purchase orders and requisitions for major items.
 - * M. Analyze, evaluate, and recommend improvements to procedures for maintaining systems and records.
 - * N. Operate various office machines, including personal computer, mainframe, scale and other drawing devices, calculator.
 - O. Perform related duties as required.
2. Maintain automated information systems and records.
 - A. Analyze computer programs and assist in planning and implementing upgrades.
 - * B. Test and troubleshoot upgrades to ensure accuracy.
 - C. Design new document forms.
 - D. Assist in the design of computer input systems.
 - * E. Maintain computerized information system of assessor's records, including entering and purging data.
 - * F. Train staff in operation of computer system.
 - G. Troubleshoot computer operation problems.
 - H. Assist in the development and implementation of a web site.
3. Supervise clerical staff.
 - A. Interview applicants and make hiring recommendations.
 - * B. Train employees in correct procedures to complete work assignments.

- * C. Prioritize and assign work.
 - D. Review and evaluate work.
4. Provide service to the public on complex matters.
- * A. Respond to and resolve difficult complaints and problems requiring discretion and confidentiality.
 - * B. Provide information pertaining to laws and procedures that govern Assessor Office operations and actions.
 - C. Respond to telephone and counter inquiries.
 - D. Participate in meetings with outside businesses to explain Assessor Office file system and to determine solutions to problems they have accessing and using the system.

JOB REQUIREMENTS

1. Education & Experience Requirements

- † A. A combination of education and experience which demonstrates possession of the knowledge, skills, and abilities listed below. Examples of how this might be obtained include 3 years of increasingly responsible experience in the establishment and maintenance of assessment roll information or 3 years of experience in appraisal work for tax assessment purposes, plus course work in management information systems, business administration, mathematics, and real estate.

2. Knowledge Requirements

- † A. Knowledge of modern office methods, procedures and equipment.
- B. Knowledge of the principles and practices of office management.
- † C. Knowledge of computer applications and software related to assessment record-keeping.
- † D. Knowledge of laws, rules and regulations governing the preparation and maintenance of assessment records.
- E. Knowledge of effective supervisory principles and practices.
- † F. Knowledge of procedures used in property appraisal, classification and property value determinations.
- † G. Knowledge of the materials, equipment and procedures used in drawing parcel maps.
- † H. Knowledge of basic and financial record keeping.
- † I. Knowledge of math including geometry, algebra, and basic statistics.

3. Ability Requirements

- † A. Ability to research and analyze data.
- † B. Ability to read and interpret sketches, parcel maps and legal descriptions.

- † C. Ability to apply mathematical concepts to draw parcel maps and to determine property values.
- † D. Ability to draw parcel maps for property splits and combinations.
- † E. Ability to classify, locate, and interpret a wide variety of statistical and related information.
- † F. Ability to read and interpret complex material including laws, deeds, and legal descriptions, and to effectively communicate that information to others.
- † G. Ability to prepare accurate financial and statistical reports.
- † H. Ability to supervise.
- † I. †Ability to communicate effectively orally and in writing.
- † J. Ability to follow oral and written instructions and to work independently with little supervision.
- † K. Ability to establish and maintain effective working relationships with co-workers and the public.
- † L. Ability to operate office equipment including calculators, mainframe, personal computers, and associated software applications.
- † M. Ability to proofread and correct errors.
- † N. Ability to achieve Certified Minnesota Assessor within three years.
- † O. Ability to perform sedentary work.
- † P. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

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